

**Agency Activity Inventory**  
**by Agency**  
**Appropriation Period: FY 2007-08**

**Agency:** N20 - Law Enforcement Training Council

**Functional Group:** Law Enforcement & Criminal Justice

**1070 Training - Basic/Mandated Activity**

The Basic Training functions coordinate and oversee all students attending mandated basic training classes (Basic Law Enforcement, Basic Jail, Special Basic, Limited Duty, Basic E-911, and Coroners); re-schedules officers to return for training, if dismissed for failure, medical or personal reasons; schedules coroners classes; and maintains training files for magistrates. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training of all law enforcement officers and/or criminal justice personnel as defined within the law and regulations.

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<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Supp. Funds</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$4,617,407	\$55,675	\$0	\$2,233,000	\$0	\$2,328,732	22.25

**Expected Results:**

Law Enforcement personnel are provided the basic foundational training necessary for certification of the individual officers and enhancement of the overall profession toward the improved protection and welfare of the citizens of South Carolina.

**Outcome Measures:**

Agency will offer approximately 40 Basic level classes each training year to include Basic Law Enforcement Training, Basic Jail Training, Coroner Training, and E-911 Training. These courses include approximately 2,100-2,200 attendees and produce approximately 1,800-1,900 successful graduates, annually.

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**1071 Training - Regional Activity**

Regional Services provide management and administration of regional external programs through decentralized facilities throughout the state. The regional training sites provide in-service and advanced training in the midlands, upstate, and low country. Regional training efforts are supported by a network of partnerships to include state, federal and local entities. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training of all law enforcement officers and/or criminal justice personnel as defined within the law and regulations.

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\$888,295	\$360,129	\$0	\$0	\$0	\$528,166	7.00

**Expected Results:**

Non-CJA trainers will offer 150-200 courses annually through six (6) primary regional sites, which include (1) Anderson County Sheriffs' Office Training Center; (2) Greenville Technical College - Greer Campus; (3) York County Sheriffs' Office Training Center; (4) Orangeburg-Calhoun Technical College; (5) Mt. Pleasant Police Department; and (6) Sumter County Detention Center Training Facility. There are numerous secondary sites, as well.

**Outcome Measures:**

Approximately 200-250 courses annually will be offered to facilitate and comply with in-service and re-certification requirements of approximately 10,000 first-line law enforcement officers statewide who must receive a minimum of 40 hours of in-service training every three years for certification renewal. Approximately 3,200 officers successfully complete distance learning efforts to include RADAR and DataMaster certification/recertification as well as other teleclasses, telecourses and teleconferences offered annually. Through technological advancements provided by a three year technology grant, the regional services division continues to institute interactive classes throughout the state via the agency's distance learning platform.

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**1072 Training -Advanced/Specialized Activity**

The Advanced and Specialized Component of the Training Section coordinates instructional and support staff in the research, development and implementation of advanced training programs which is concentrated into eight (8) broad areas of study; behavioral sciences, domestic violence investigations, forensic investigations, traffic safety, organized crime trends/gangs, Executive Leadership Training, Masters Instructor Training and School Resources Officer (SRO) disciplines. The Law Enforcement Training Act and Regulations is found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training of all law enforcement officers and/or criminal justice personnel as defined within the law and regulations.

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<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Supp. Funds</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$1,098,931	\$233,425	\$200,000	\$138,900	\$0	\$526,606	12.00

**Expected Results:**

Adequate in-service training opportunities are provided to ensure and facilitate mandatory requirements for certification renewal in an effort to upgrade and professionalize law enforcement in South Carolina, to further the protection and welfare of the citizens of South Carolina, and to provide training and certification of all SC law enforcement officers in an environment conducive to learning.

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**Outcome Measures:**

Approximately 350 courses (field and campus) will be offered annually to facilitate and comply with in-service and re-certification requirements of approximately 10,000 first-line law enforcement officers statewide who must receive a minimum of 40 hours of in-service training every three years for certification renewal. This activity produces approximately 5,400 successful graduates annually.

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**1073 Training - Range Operations Activity**

The main emphasis of the Range Operations activity is to provide firearms, driving and practical problems instruction in the mandated areas of Basic training as well as in-service training in these critical and high liability areas. In addition, Range Operations supports instructor and advanced level courses to include Firearms and Driving Instructor and Advanced Firearms Courses. The Law Enforcement Training Act and Regulations is found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training of all law enforcement officers and/or criminal justice personnel as defined within the law and regulations.

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<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Supp. Funds</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$2,207,356	\$133,620	\$0	\$1,006,000	\$0	\$1,067,736	16.00

**Expected Results:**

Provide training in critical and high liability areas such as firearms, driving, and practical problems, training to South Carolina law enforcement officers attending the Academy, to upgrade and professionalize law enforcement in South Carolina, to further the protection and welfare of the citizens of South Carolina, and to provide training and certification of all SC law enforcement officers in an environment conducive to safety and learning.

**Outcome Measures:**

Firearms and driving components of training are successfully completed by all basic law enforcement candidates for certification, approximately 1,200-1,500 annually; in-service and recertification requirements are successfully met for veteran officers and instructors.

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**1074 Registrar Activity**

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The Office of the Registrar serves the South Carolina law enforcement community by providing timely and accurate admissions, registration and officer certification and compliance services. This program area implements and enforces POST (police officer standards) as they relate to the certification and de-certification of SC law enforcement officers and monitors and tracks officer employment, training and certification compliance. Further, this section provides scheduling of facilities, development of the master training schedule for CJA, and assistance and support of advanced and specialized courses. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 thru 23-23-80 and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training and certification of all law enforcement officers

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<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Supp. Funds</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$705,055	\$0	\$0	\$0	\$0	\$705,055	11.00

**Expected Results:**

A database of law enforcement officer employment and training records is established and maintained throughout the career of the individual officer and is available for review and reference by CJA staff and within limits to the employing agencies administrators and trainers. Internal and External Processes have been and continue to be studied and reviewed, resulting in possible changes in staffing, policies, procedures, forms, and perhaps legislation/regulations. Specific attention is being requested and given to officer misconduct and the adequate, required and protected sharing of information between employing agencies, the Criminal Justice Academy, and other law enforcement agencies (See Certification & Compliance (State Assistance)).

**Outcome Measures:**

Approximately 2,000-2,300 candidates/applicants are reviewed for eligibility and screened for admissions each year, resulting in some 1,200-1,500 new database files for new officers. These files are added to the more than 10,000 active files which are maintained and kept current as employment and training is tracked for on-going certification, re-certification and de-certification. Approximately 1,200 new certifications are issued annually, and an average of 4,000 certifications are renewed. Compared to approximately 1,000-1,200 veteran officers being hired from one department to another annually, there are approximately 3,000 separations from employment. Of those approximately 300 (10%) are unfavorable, involuntary and/or involving misconduct.

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**1075 Media/Library Activity**

Media produces and delivers electronic training to support instructional staff and advanced field training through distance learning programs. This unit is comprised of a media library, video production studio and field production equipment, post-production and editing facilities, CJA website development, and computer based instructional support. This program area is critical and pivotal in cost reduction efforts through conversion of onsite instruction to distance learning formats. Media also includes the CJA Library, which serves students, staff, and the public with reference, audio, and visual material. Recent post production equipment upgrades have enhanced the production, broadcast, and distribution of telecourses, teleclasses and video based programming.

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\$552,625	\$0	\$0	\$0	\$0	\$552,625	6.00

**Expected Results:**

Adequate in-service, advanced and specialized training opportunities are provided in various sites and formats to ensure and facilitate mandatory requirements for certification renewal in an effort to upgrade and professionalize law enforcement in South Carolina, to further the protection and welfare of the citizens of South Carolina, and to provide training and certification of all SC law enforcement officers in an environment conducive to learning.

**Outcome Measures:**

All law enforcement officers in the state receive at least one of the programs offered by CJA Media annually in the form of the mandated "Legal Update" teleclass. DataMaster and Radar Recertification teleclasses, along with mandated CDV training, are offered within an established delivery system made possible through a partnership with the SC Educational Television Network which includes approximately 160 law enforcement downlink sites. In addition, opportunities are provided through the satellite system for all law enforcement officers statewide for advanced and specialized training programs on a variety of topics through 2-3 hour teleclasses, as well as longer running, multipart telecourses. These programs vary from patrol and investigative subjects to administration and management, media began the product broadcast and distributing of video programming in support of the new SC Law Enforcement Instruction.

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**1076 Standards and Testing Activity**

Instructional Standards and Support Services (ISSS) Section is regulatory in nature. Quality assurance of course work afforded to SC Law Enforcement Community relative to content and presentation is the primary responsibility of this section. Each area of primary certification training - Basic Law Enforcement, Basic Jail and E-911 Emergency Telecommunications - is subject to a periodic job-task analysis review in order to ensure that course content is relevant and is meeting stated business necessities. Critical components of ISSS are academic testing, instructional delivery format, accreditation compliance, policy development and administration, departmental lesson plan review/approval, law enforcement instructor credential equivalency review and academic course articulation. The ISSS maintains administration, training development and support for the SC Reserve Police Officers and training support for the SC Constable Basic Training Programs.

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\$509,049	\$0	\$0	\$0	\$0	\$509,049	5.00

**Expected Results:**

The maintenance of consistency in all training in terms of meeting the stated goal, mission, standards and business

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necessities of the Academy viewing all in the light of the legal defensibility is central to the core of the function of ISSS. Taken as a whole, the essential functions of ISSS will lend to the enhancement of the security and well-being of the citizenry of South Carolina through the quality of training provided to law enforcement officers.

**Outcome Measures:**

The effectiveness of the ISSS in meeting the assigned and stated essential functions will be evident in the increased standardization and consistency of training research, development and delivery for the South Carolina Law Enforcement Community. Central to this will be the on-going collection of course curricula validation data to assist in the identification of the essential job functions of the various primary certification training programs.

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**1077 Food Service Activity**

Prepares and presents daily meals and breaks for student body and staff involved in the routine, daily training programs and activities on-going at CJA. Daily meals and breaks for Inmate staff and supervisors are also the responsibility of the food service program as is graduation receptions, special luncheons and receptions, and occasional awards functions associated with the DPS/CJA mission and staff. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028.

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<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Supp. Funds</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$808,149	\$0	\$0	\$0	\$0	\$808,149	6.00

**Expected Results:**

Food Service needs which are requested and approved within budget and a reasonable time frame are met and exceeded with more than adequate choices and options and in such a way that complaints and criticism are minimal. Food service support is available and on-going every weekday for 50 of the 52 weeks of the year, excluding: the week of July 4 (Monday - Friday); Thanksgiving Day and the day after (Thursday & Friday); and the week of Christmas (Monday - Friday).

**Outcome Measures:**

In compliance with all pertinent state and federal food service guidelines, to include DHEC (Department of Health and Environmental Control) regulations and the SC Consolidated Procurement Code, the food service activity includes preparation and service of 3 meals daily (breakfast, lunch and diner on Monday through Thursday; and breakfast and lunch on Friday) for a daily student body and staff count of 350-450 (depending on the meal and training schedule) for an annual total of approximately 250,000 means annually.

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**1078 Student Housing Activity**

The Student Housing function provides housing accommodations for that portion of the Academy student body requiring overnight lodging while in training. Three dormitory buildings can house 360 students nightly. Also included in this activity is the coordination and operation of an in-house laundry facility, the student store, linen exchange, lost and found, as well as participation in registration and orientation. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028.

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Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$2,554,787	\$0	\$0	\$2,210,000	\$0	\$344,787	8.00

**Expected Results:**

Safe and adequate housing is available for eligible residents (law enforcement candidates/officers) in training at the Criminal Justice Academy for basic and/or in-service training. Student Housing is available and on-going every weekday for 50 of the 52 weeks of the year, excluding: the week of July 4 (Monday - Friday); Thanksgiving Day and the day after (Thursday & Friday); and the week of Christmas (Monday - Friday).

**Outcome Measures:**

Through routine inspections and student feedback, housing facilities are maintained and monitored to ensure consistent safety and cleanliness as well a timely repair. The 360 beds are blocked and assigned in a way to achieve and balance maximum utilization and availability as dictated by budget limitations and level of on-going training. Students are monitored and disciplined through a demerit system to ensure a safe and harmonious living environment conducive to study and learning.

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**1079 Facilities Planning & Maintenance Activity**

The Facilities Planning & Maintenance Section is responsible for CJA Capital Improvements and Compliance as well as Facilities Maintenance, plant operations, renovations, repairs and construction at the Academy. In addition, the section provides and maintains a fleet of training vehicles and operates a maintenance garage and range complex support. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028.

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\$1,299,831	\$0	\$0	\$0	\$0	\$1,299,831	11.00

**Expected Results:**

In FY07 the Academy continued with phase II of the dormitory renovations. At this point three of our four dormitories have been renovated. Weapons Range renovations to ranges #3 and #4 were started. The earthen beams were raised on both ranges and demolition to the interior of range #3 was completed. Range renovations will continue into FY08. We completed the conversion of our swimming pool to a physical training facility by filling the pool, which was underutilized, thus making it into a gym facility. The office of Facilities Management was moved to the warehouse thus freeing up space for offices and a large classroom.

**Outcome Measures:**

The Academy complex is monitored, maintained, renovated and kept operational for the 50 training weeks per year which the Academy offers. Maintenance and planning responsibilities include day-to-day cleaning, up-keep and repairs to the facility as well as managing the capital projects.

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**1080 Homeland Security Activity**

Homeland Security training will improve the state, regional and local capabilities to respond to critical incidents utilizing the National Incident Management System (NIMS) improving interoperability compliance and uniformed response during single and multi-jurisdictional events. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. And 38-001 through 38-028.

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\$100,000	\$0	\$100,000	\$0	\$0	\$0	0.00

**Expected Results:**

Improved command and control during critical incidents involving single and multi-jurisdictional events utilizing the Incident Command System (ICS) ensuring coordinated communication and response methodology.

**Outcome Measures:**

The Agency was awarded a grant to provide Specialized Law Enforcement Training and Exercises throughout South Carolina. Courses and facilities will be identified, scheduled and advertised, students registered and courses delivered.



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**1752 Administration**

Provides administrative services to the Academy by: promoting leadership and guidance, utilizing technology to improve business processes, ensuring we have a knowledgeable workforce, managing facilities in the most effective and efficient way. South Carolina Code of Laws Title 23.

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\$930,264	\$0	\$0	\$0	\$0	\$930,264	12.00

**Expected Results:**

Administrative policies and procedure are followed consistently throughout the Council. Analysis, data, and information is disseminated on a timely basis; external entities receive accurate and timely data; workforce is well informed and knowledgeable of all administrative requirements.

**Outcome Measures:**

Administrative policies and procedures are followed consistently through the Agency. Analysis, data and information is disseminated to Divisions on a timely basis; external entities receive accurate and timely data; workforce is well informed and knowledgeable of all administrative requirements.

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**1753 Certification/Non-Compliance Support**

Certification & Compliance (State Assistance) supports screening and review of candidates for law enforcement training and certification as well as the collection and monitoring of reported information surrounding both voluntary and involuntary separations of veteran officers. Special focus and attention is being given to officer misconduct and certification eligibility as provided in the SC Code of Laws and Regulations, - 23-23-10 through 23-23-80 and 38-001 through 38-028.

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\$91,448	\$91,448	\$0	\$0	\$0	\$0	3.00

**Expected Results:**

Additional employees are being added to provide adequate support of the monitoring and facilitation of certification and compliance laws, regulations and guidelines. Increased effort and assistance is being afforded to gathering,

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organizing and presenting information to support review and determination of eligibility or ineligibility for certification as a law enforcement officer in South Carolina.

**Outcome Measures:**

Approval and funding have been provided and three full-time employees hired by the Academy. Significant overall upgrade, supplement and/or replacement of automation and technology to include a document management system to more efficiently collect, organize, manipulate and monitor employment, training and certification eligibility and compliance of more than 14,000 active law enforcement officers in SC.

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**AGENCY TOTALS**

*Law Enforcement Training Council*

<b>TOTAL AGENCY FUNDS</b>	<b>TOTAL GENERAL FUNDS</b>	<b>TOTAL FEDERAL FUNDS</b>	<b>TOTAL OTHER FUNDS</b>
\$16,363,197	\$874,297	\$300,000	\$9,601,000
	<b>TOTAL SUPPLEMENTAL FUNDS</b>	<b>TOTAL CAPITAL RESERVE FUNDS</b>	<b>TOTAL FTEs</b>
	\$5,587,900	\$0	119.25